

AGENCY NO.	OFFICE NO.	AGENCY AND OFFICE NAME	DATE PREPARED	PAGE NO.	RECORDS CENTER USE ONLY
OFFICE LOCATION (STREET ADDRESS, FLOOR, AND ROOM NUMBER)					
PREPARER'S NAME, TELEPHONE, AND MAILSTOP			RECORDS OFFICER INITIAL AND MAILSTOP		

ENTER A MAXIMUM OF THREE DANs PER BOX. THE RECORDS IN A SINGLE BOX MUST BE DUE FOR DISPOSAL AT THE SAME TIME.

PLACE BARCODE LABEL HERE		DISPOSITION AUTHORITY NO.	SERIES TITLE (MUST MATCH WORDING ON RETENTION SCHEDULE)	CUTOFF DATE	INCLUSIVE DATES
ENTER RECORDS CENTER BOX BARCODE NUMBER HERE	AGENCY BOX NO.	IF THE BOX CONTAINS A SINGLE SERIES SHOW DETAIL OF CONTENTS		RECORDS CENTER COMMENTS	
PLACE BARCODE LABEL HERE		DISPOSITION AUTHORITY NO.	SERIES TITLE (MUST MATCH WORDING ON RETENTION SCHEDULE)	CUTOFF DATE	INCLUSIVE DATES
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